

October 16, 1995

**BY FACSIMILE**

John Machado  
Chief  
Policy Analysis and Records Systems  
Secret Service  
1310 L Street, N.W., Room 670  
Washington, D.C. 20005

Dear John:

I am writing to memorialize our conversation on Friday, October 13.

Earlier last week you had informed us that you would be sending Secret Service records to the Review Board between 9:00 and 10:00 a.m. on Friday, October, 13. Accordingly, we had staff prepared to begin reviewing the records Friday morning. When I had heard nothing from you by mid-afternoon on Friday, I telephoned. You then informed me that there had been a change in plans and that the records would not be sent until next Wednesday, October 18.

As you know, the Review Board intends to review these records at its meeting on October 23 and 24. This new delay will cause us an additional inconvenience because the staff must review the records and prepare recommendations to the Review Board prior to the Board meeting.

Please make certain that the records are delivered to the Review Board early on Wednesday morning, October 18, so that we can begin our staff review. In the future,

Mr. John Machado  
October 16, 1995  
Page 2

please adhere to agreed-upon scheduling for activities in preparation for Board meetings and, in the event of unavoidable delay, please notify us promptly.

Sincerely yours,

T. Jeremy Gunn  
General Counsel  
Associate Director for Research and Analysis

cc: Jane E. Vezeris  
Donald Personette, Esq.